

2005 -2006 Information Booklet

Kentucky Adult Educators Literacy Institute



WESTERN KENTUCKY UNIVERSITY

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UNIVERSITY OF KENTUCKY



COLLABORATIVE CENTER FOR
LITERACY
DEVELOPMENT



Welcome

Congratulations and Welcome



Congratulations on your acceptance into the 2005-2006 Kentucky Adult Educators Literacy Institute cadre. Kentucky Adult Education and the Council on Postsecondary Education are pleased to provide funding for this professional development initiative. Our goal is to help adult learners meet their goals. KAELI will be a valuable professional development resource to help you effectively meet the literacy needs of your students.

Kentucky is well on its way to realizing a bold new vision for adult education. I welcome your further commitment, through KAELI, to helping people across the Commonwealth achieve their dreams and create a better quality of life for themselves, their families and their communities.

Best Wishes

Cheryl King



Welcome to the (2005-2006) Kentucky Adult Educators Literacy Institute cadre. Congratulations on your selection for participation in this year long course for adult educators in literacy. As director of the Collaborative Center for Literacy Development, I am proud to be associated with this innovative, research based professional development initiative. Through the work provided by your dedicated director and instructors you will have the opportunity to explore research-based instructional practices in literacy that are directly applicable to your work with adult learners. Just as important, you will have opportunities to collaborate with other adult educators throughout the state and work together to help adult learners achieve their goals in the workplace, family and community. I wish you every success in your literacy endeavors.

Si

Susan Cantrell



Mission Statement



The mission of the Kentucky Adult Educators Literacy Institute is to design and deliver research based, innovative professional development in literacy that advances the knowledge and instructional practices of adult educators in Kentucky. KAELI educators are dedicated to adult learners attaining literacy goals in the workplace, family and community.

KAELI is a professional development initiative that provides an innovative graduate/undergraduate level course for adult educators in literacy. To better allow application of theory and strategies to the day to day practices in ABE programs, the course is conducted over a year. KAELI is a project of the Collaborative Center for Literacy Development (CCLD). Senate Bill 1 directed CCLD in consultation with the Council on Postsecondary Education (CPE) and Kentucky Adult Education (KYAE) to provide professional development for adult educators.

Participating Universities/Organizations

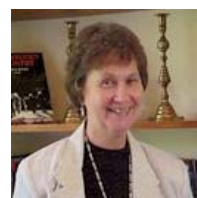


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Alumni Leader

Dr Mark Condon
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Assisted by

Charlene Brown
cbrown5@jefferson.k12.ky.us



Expect the Unexpected

KAELI is funded by Kentucky Adult Education, Council on Postsecondary Education. The Institute is the result of hard work and dedication by state leaders in adult education who were charged to design a professional development model in reading and writing for instructors of adult learners in Kentucky.

The group worked hard to develop a model that would give KAEI participants an experience that would put them at the leading edge of professional development initiatives in the nation. KAEI is a project of the Collaborative Center for Literacy Development. CCLD appointed a director for adult education and universities were invited to work collaboratively to plan innovative, research based learning experiences that were relative to the needs of adult educators in Kentucky. The University directors and instructors worked with a group of state and local adult education leaders who became know as the Collaborative Partners.

This planning team looked at the needs of the current group of adult instructors, the vision of CPE and KYAE for adult education in Kentucky; the barriers to learning faced by adult literacy learners and reviewed a wide range of materials and research. Links were forged with adult educators throughout the state and many in the field were asked to provide direct input into the design and delivery of KAEI.

The KAEI directors and instructors bring a wide range of skills and knowledge as well as a strong commitment to providing the best possible literacy professional development opportunity for Kentucky adult educators. You will find the following common among the KAEI directors, instructors and CCLD staff -

- a passion for literacy and providing access to literacy skills for all adults
- a desire to seek excellence in all that is undertaken, and
- a willingness to promote an active, enjoyable learning environment.



Guiding Concepts

KAELI will provide a sound foundation in adult literacy instruction through professional development that:

1. Applies theory and research to understand the reading and writing processes
2. Addresses equity and diversity issues and their impact on literacy instruction (gender, ESL, culture, special needs, SES)
3. Designs and manages a learner-centered approach that incorporates multi-faceted literacy instruction, including technology
4. Identifies processes and strategies for teaching reading comprehension and critical thinking skills using a variety of texts and technologies
5. Models collaborative and flexible infrastructures to support learners
6. Addresses the nature of the adult learner
7. Supports the literacy goals and expectations of the learners in order to prepare them for success in the workplace, family and community
8. Uses formal and informal assessments to guide instruction.

Learning Approaches and Content Areas

The learning approaches include:

- Group learning and collaboration
- Statewide networking seminar
- Regional follow-up sessions
- Self selected modules
- Practical application in the field
- Webquest – web based learning.

Content Areas:

- Reading process
- Writing process
- Barriers to learning
- Assessment
- The adult learning environment
- Strategies and resources for teaching
- Using technology to aid instruction and learning
- Learner persistence.

**A Quest
For Meaning**

Important KAELI Information

Time Commitment

(The following list provides the amount of time you will need to commit to complete KAELI requirements.)

Time away from program site

July 1 (9:00 – 3:30)	Registration; course introduction; distribution of resources; and other activities provided by the KAELI Director and instructors – Western Kentucky University, Bowling Green
July 27-29	Intensive sessions focused on reading/writing strategies; group work; introduction to Webquest – University of Kentucky, Lexington.
September 22 (9:00-3:30)	Statewide Networking Seminar #1, Louisville, Kentucky
October 28 (9:00 – 3:30)	University cadre follow-up session at university Western Kentucky University, Bowling Green
Oct/Nov	Peer visit or coaching visit – timing of visit determined in consultation with colleagues and KAELI director.
February 10 (9:00-3:30)	University cadre follow up session, Western Kentucky University. Alternative dates will be set in case of snow
Feb/Apr	Peer visit or coaching visit – timing of visit determined in consultation with colleagues and KAELI director.
April 21 (8:30 – 4:00)	Statewide Networking Seminar #2 - round table presentations of key topics and ongoing learning. Presentation of certificates and awards. Lexington

This totals 9 days away from your program site (spread over the year) and may involve 7 nights lodging which will be reimbursed.

Personal time

This is a rigorous university course. You will also need study time each week and occasionally, some extra time commitment at work to complete KAELI assignments related specifically to your work.

University Requirements

Textbooks, assessment tools and reading set

These will be provided for you. You will be directed to other articles and books in line with your particular interest of study.

Online learning

You will need access to a computer to complete the online segments of the course and to seek and read articles and e-books relevant to assignments. Assignments should be sent to your instructors on time and preferably in e-format.

Case Study – adult learner

All participants will be asked to conduct a case study with an adult learner. This assignment may be adapted to meet the individual needs of participants.

Attendance

If you have a personal or family crisis and cannot complete the course, every effort will be made for you to withdraw from the course without penalty. However, the regulations for withdrawal differ from university to university. You will not have met university or professional development requirements if you are not in attendance for the full time during the 1 or 3 day sessions or if you fail attend any of the cadre days and fail to complete necessary makeup work. If you do not meet course requirements or choose to withdraw from the course, university regulations will apply. This means that your academic record will show a fail for this course unless you have withdrawn from the course before October 15 (WKU).

Ensuring that you have correctly met all university and KYAE requirements is YOUR responsibility.

KYAE Information

Travel and Lodging Reimbursement

Your travel will be reimbursed by your program. If your program manager has any concerns about this please contact Terry Pruitt. If you have travelled more than 40 miles from your place of work, you are entitled to lodging and meal reimbursement. You must complete the reimbursement form which will be provided to you at each session and submit it to KAELI at 101 Taylor Education Building, University of Kentucky 40506-0001 before the due date. Late submission of the forms delays reimbursement for everyone. If you choose to have a room to yourself or share with a non-KAELI participant you will be required to meet half the room costs. Your lodging will be booked for you. It is very important that you respond to emails about lodging needs whether you need lodging or not. You may be reimbursed for meal costs if you have stayed at the approved lodging site. To be reimbursed for meals you must have a receipt with the name of the business and the date clearly printed on the receipt. Please attach all receipts to your claim form. You may not claim more than \$7.00 for breakfast; \$8.00 for lunch and \$15.00 for dinner. You must be travelling after 5:00 pm to be able to claim the evening meal on the return trip. At the statewide networking seminars some meals will be provided for you.

Fees and other costs

This professional development opportunity is provided for adult educators who have a genuine interest in furthering the learning experiences for themselves and their students. Registration and tuition fees will be paid from the KAELI grant. A minimum of \$150 in books and resources will be provided. KYAE invests a considerable amount of money and resources in this professional development for you and in return you are expected to meet all university requirements for course credit (a minimum of a B grading for Graduate Courses) especially the attendance expectations set out in this document.

If you receive notices about fees please notify either your director or Toni-Ann Mills - tamill2@uky.edu.

Attendance Expectation

You must attend **all** KAELI sessions, except for emergency situations, and successfully complete **all** assignments to receive university graduate credit; a KAELI certificate; other awards and meet KYAE/CPE professional development requirements. If an emergency arises please contact your director or Toni-Ann as soon as possible. You will then need to negotiate with your director for makeup work for the time you have missed.

If you choose to withdraw from the course or do not complete the assignments, you will be asked to return all books and materials. Funding to attend KAELI is only provided once per adult educator. KYAE/CPE requires that at least one KAELI graduate will be employed within each program to act as the reading/writing advisor for other educators at that program.

Your program manager has signed a statement of support acknowledging that they understand the commitment required of you. If you feel that there is any conflict between your program expectations and KAELI's expectations please contact Sandra Kestner - Sandra.Kestner@ky.gov or Donna Potter - Donna.Potter@ky.gov or David Walters - david.walters@ky.gov or Toni-Ann Mills - tamill2@uky.edu.

Professional Development Credit

Successful completion of KAELI will fulfil one year requirement of professional development (2005-2006 cadre only). There are no part credits for part completion of KAELI.

Payment

Remuneration for attendance at KAELI is at the discretion of your program manager. It is expected that you will receive your normal salary while attending KAELI. If you work less than 20 hours per week in a KYAE funded program and have chosen to attend KAELI, you and your program manager will negotiate the remuneration you will receive. There is no payment for study time or extra time required to complete study related assignments. If you or your program manager has concerns about remuneration during your KAELI attendance please contact Terry Pruitt.

KAELI and Instructor Competencies

Course Description

KAELI is an in-depth exploration of the reading and writing processes and an investigation of the teaching and learning strategies that support the struggling adult literacy learner. Emphasis is placed on implementing and applying strategies and ideas in the adult learning context.

Course Goal

The goal of the course is to present information on various aspects connected with adult literacy and develop both conceptual and practical perspectives appropriate for teaching adults to read and write.

Objectives

To achieve this goal, you will need to demonstrate achievement of the following objectives:

- a concept of reading comprehension and strategies for instruction
- a concept of vocabulary and strategies for instruction
- an understanding of the reading process
- an understanding of the writing process
- strategies for supporting adult learners
- the ability to use inquiry based instruction
- the ability to use technology and literature in literacy instruction
- a concept of reading/study skills and strategies for instruction

Tasks and Activities

To achieve this objectives you will complete the following tasks and activities, which are linked to instructor competencies listed on the following page.

KAELI Introduction Day

A one day program where you meet with your university cadre to registrar for your 3 hour undergraduate/graduate year long course and be introduced to the key learning concepts and strategies.

Three Day Intensive Learning Session

During these three days you will work with your university directors and instructors to explore in-depth the skills, strategies and materials that are part of the KAELI program.

KAELI Statewide Networking Seminar # 1

The KAELI Statewide Networking Seminar will be an opportunity for you and other Kentucky adult educators to further this professional development initiative with a common foundation of literacy knowledge and experiences in a collaborative setting with all KAELI cadre participants. There will be opportunities to hear keynote speakers and interact with past KAELI participants.

Discussion Board

This assignment will allow you to reflect, explore and dialogue with your KAELI directors and instructors, and with peers, concerning topics and issues relevant to your teaching and learning experiences.

On-Line WebQuest - <http://edtech.tph.wku.edu/~kaeli/>

The on-line WebQuest consists of the following tasks:

- Task 1 - Literacy Autobiography
- Task 2 - Matching of comprehension and learning strategies with reading materials
- Task 3 - Annotated Bibliography
- Task 4 - Matching of writing strategies with reading materials
- Task 5 - Case Study
- Task 6 - Generative Themes: The Learner Leads the Way - Case Studies

Follow-up Days and Peer Visits

These learning experiences will provide you with more thorough exposure to areas of the reading and writing process; help refocus efforts towards exemplary reading and writing instruction; provide hands-on experiences with using technology to teach reading and writing and are opportunities for the further sharing of resources and literature. Please refer to the website for further information about peer visits and what is required in the way of documentation. You must complete a peer visit to successfully complete this course.

Statewide Networking Seminar # 2

KAELI participants share ideas and information from the work they complete during the year that represent success in their literacy instruction. You will lead a round table discussion that will inform your KAELI colleagues of the changes to the teaching and learning practices at your program that have resulted from your involvement in KAELI. Please see the information on round table discussion on the following page.

Instructor Competencies Evident in Completion of KAELI Tasks and Activities

Standard 1: Demonstrates Knowledge of Content

Competency

- 1.2 Develops and maintains an in-depth knowledge base in primary content area and in other relevant areas (i.e., literacy).

Standard 2: Plans, Designs, and Delivers Instruction

Competencies

- 2.2 Uses a variety of instructional strategies and tools appropriate to the needs of the learner, including individual and group instruction
- 2.4 Creates and utilizes learning experiences that challenge, motivate and actively involve the learners
- 2.8 Effectively integrates current and appropriate media and technology as tools for instruction

Standard 3: Assesses and Monitors Learning

Competencies

- 3.3 Interprets initial formal and informal assessment results with learner and develops appropriate education plan
- 3.4 Uses formal and informal assessment data to monitor and document learner progress

Standard 5: Demonstrates Professionalism

Competency

- 5.2 Exhibits a positive attitude toward teaching as a vocation and values the well-being and achievement of each learner

Round Table Presentations

Structure

Presentations will consist of 30 minutes – 10 - 15 minutes of presentation and 15 - 20 minutes of questions and discussion. There will be 5 minutes between each presentation to allow participants to move to the next session.

Each KAELI participant will present a 10 - 15 minute description of a process or strategy learned during KAELI. They will choose from the topic areas listed on the next pages and personalize their presentation with a specific topic title in that area. The specific topic will be what draws people to that particular round table discussion. Some of the titles from previous years included:

- Breaking News: Writing is Fun!
- What Works at Work
- Everyday Barriers and More
- Reading Strategies: Silent Reading
- Oprah, Move Over
- Multi-level Class: Integrating Literature
- KAELI: Class Act
- KAELI: A Paradigm for Learning: A Manager's Perspective
- Telling the Story Without Words
- The Writing Process and the Adult Learner
- Play It Again, Sam
- First Things First: Motivating Adult Learners
- Generative Themes: The Learner Leads the Way
- Applying KAELI Strategies to Team Teaching
- Apples to Apples
- Loving Technology and Reading
- Working with Figurative Language

The presentation should highlight:

- The learning process that took place
- Any barriers encountered and how those barriers were resolved
- How the learning and application in this area will continue after the completion of the KAELI cadre year.

The presentation will be accompanied by one to three page summary of key points and resource list. It is important not to exceed this limit. Please be sure to include your name and contact information at the top of the handout. Those who would like more information about the topic can contact the presenter at a later date.

Participants are asked to bring 50 copies of the handout. Participants may email the presentation to tamil2@uky.edu before April 16 and the copies will be made for them and brought to the Statewide Networking Seminar on April 21. Copies of each presentation will be presented to each participant and added to the KAELI folder.

Please submit topics in the following format:

Name

Contact Information

Topic Area

Topic Title

Example:

Name: Jane Doe

Contact: Hawaii Adult Learning Center

Beach Road

123 456 7889

janed@oceandip.com

Topic Area: Changes, Reading

Topic Title: Reading but no weeping

Topic Areas

1. Reading Strategies - **the application of a reading strategy that was successful for the adult learner.**
2. Writing strategies - **the application of a writing strategy that was successful for the adult learner**
3. Changes, reading - **changes I have made to way I teach reading to adult learners**
4. Changes, writing - **changes I have made to way I teach writing to adult learners**
5. Barriers - **overcoming barriers to teaching reading/writing to adult learners**
6. Motivation - **motivating adult learners to read/write to attain their goals**

Preparation

By April 12, all KAELI participants will email their topic areas and the specific title of their presentation to tamill2@uky.edu .

There will be 9 - 10 presentations per session and during the first morning session of April 21 each participant will be given a document, which will inform them of the time of their presentation and allow them to select the 4 other presentations that they want to attend. The document will contain a list of presentations by time, general topic area, specific title, presenter and table number. The participants will be given a floor plan showing where each table can be found. It will be important that people make the choice of what they want to attend during this session so that only 5 minutes is needed between each set up. The number of attendees at each table will be restricted.

The table cards on each table will contain all five topics (one for each session) so that each presenter can remove the title of their presentation at the end of their session and then put up the next title.

Publication

It is intended to publish the round table discussion summary documents on the website and in book format. It is very important that you have all your contact information on you handout and that the summary provides a clear overview for anyone reading it who was not in attendance at the round table discussion. You must provide a soft copy of your presentation as well as the hand outs. This can be emailed to tamill2@uky.edu or heather.hartley@uky.edu or provided on a disc.

Cancellation of KAELI Events Due to Snow

Contact Information

You have been provided with your personal contact information - please review this carefully and make any adjustments. If you have a home email address this often assists us when having to provide information at the last minute. Information sent to group emails is always blind copied. We will not share your home email unless you give permission to do so. You will be supplied with working contact information for people in your cadre. You may use this information when arranging your peer visits.

Late Notice Cancellation Policy

Participants should assume that the cadre event will be on and make every effort to attend unless one of the following conditions have been made:

- The cadre director has sent a phone or email message that the event is cancelled
- The place where the cadre meeting is to be held (university campus or other site) has publicly advertised that the site is closed.
- Conditions are such that it would be unsafe for you to travel
- On the morning of the event, more than 25% of the counties within your cadre have cancelled school for that day. (You have the list of counties on your information sheet and school cancellations are listed by 6:00 am each morning and advertised on television.)

Traveling to the Event the Day Before

If you have to make the decision to travel the day before the event you should first consider the safety aspects of traveling and if you have doubts, contact your director to discuss the matter. If the event has not been cancelled and a decision is still pending and it is safe for you to travel, you should assume that the cadre event will not be cancelled and therefore you should travel as you normally would. However, you should also ensure that you have provided information in advance where you can be contacted (either a cell phone or the phone number where you will be staying).

If you have traveled to the site and the cadre event is cancelled you will be contacted by your director so that the best use of the time can be made. This will be an opportunity for:

- networking with anyone else who has traveled
- time not usually available to use the resources at the site or
- individual or small group support session with the director or instructor or researcher.



Since this travel is an unexpected expense and you have used the time in one of the above ways, the costs of travel and lodging will be met from a general KAELI fund.

Cadre Event not cancelled and You Do Not Attend

If the cadre event is not cancelled and you live more than 60 miles from the event site and you do not attend because of safety concerns, your director will work with you to make up the lost learning experience.

If you have any concerns about any of these issues discuss them with your program manager, cadre director or KAELI director.

Authorization to Obtain/Utilize Images



I _____ hereby grant permission to the University of Kentucky and the Collaborative Center for Literacy Development to photograph me. I also authorize the University of Kentucky and the Collaborative Center for Literacy Development to use and/or permit others to use the aforementioned images in the following educational, informational and promotional activities without compensation:

- ◆ institutional promotion/marketing
- ◆ educational publications
- ◆ electronic publishing (e.g. World Wide Web)

Signature

Date

Witness Signature

Date

This copy to remain in participant's handbook



Understanding of requirements and commitment

I have read the KAELI, KYAE and University requirements and have had them explained to me. I understand that ensuring that all requirements are successfully met is my responsibility.

I understand that I must
attend all cadre days,
participate in the discussion board,
complete a peer visit,
complete a director/instructor visit,
and submit all assignments
before I can successfully complete the course.

Part of my course assessment also acknowledges my professionalism.

I acknowledge that I have a responsibility to discuss my learning, through KAELI, with my program manager/supervisor and to let them know of the outcomes from participating in this professional development initiative.

Signed

Witnessed

Round table summary - permission to publish

I give permission for my round table discussion summary to be published on the web and in a paper bound format. While this permission is granted it does not infer any copyright privileges which remain with me.

Signed

Witnessed

This copy to remain in the participant's handbook.





Information Release Waiver

As a participant of the Kentucky Adult Educators Literacy Institute (KAELI), I hereby authorize the participating university (Western Kentucky University) and/or KAELI to release information on my status in the KAELI Course (WKU LTCY 444/444G) course delivered via Toni-Ann Mills (KAELI) to Dr. Sandra Kestner in her role as administrator for the professional development program of Kentucky Adult Education, Council on Postsecondary Education. This includes application and matriculation status, grades in classes and courses, failure to complete university requirements, any probationary status, and degree clearance information.

This authorization is valid for as long as I am an active student in the KAELI program as a result of funding through Kentucky Adult Education (KYAE). I understand that this information will be used to evaluate my progress in the program for the duration of my enrollment through KYAE.

Signature: _____

Date: _____

Witness: _____

Date: _____

If you have any questions, please do not hesitate to contact:

Sandra Kestner, Ed.D.
Senior Associate, Professional Development
Kentucky Adult Education
Council on Postsecondary Education
1024 Capital Center Drive
Frankfort, KY 40601
502-573-5114; sandra.kestner@ky.gov

Copy to remain in participant handbook



Kentucky adult learners work with their instructors to create original writings, and Kentucky adult educators determine which submissions can be showcased here at the KYVAE website. These wonderful writings now can be enjoyed by other adult learners and educators around the world.

The “Slices of Life” project began with the Kentucky Adult Educators Literacy Institute (KAELI) Alumni Kiosk, an online community of adult literacy educators working in support of fellow professionals across Kentucky. Each alumni is a graduate of KAELI. The mission of KAELI is to design and deliver research-based, innovative professional development in literacy that advances the knowledge and instructional practices of adult educators in Kentucky. KAELI educators are dedicated to adult learners attaining personal literacy goals in the workplace, family and community.

Essays: perspectives and opinions

- [*I love you this much...*](#), by Karrie Schumacher
submitted by Martha Karlage, Boone County Adult Education
- [*Life Was Very Hard!!!!*](#), by Jonathon Johnson
submitted by Rayma Shuster, Jefferson County Adult and Continuing Education Center

Poetry: artistry with words rich with images and metaphors

- [*Bones for Dysfunction*](#), by Nicholas E. Sea
submitted by Victoria Costello, Jefferson County Adult and Continuing Education Center
- [*In My Dreams*](#), by Crystal Meredith
submitted by Betty Shrader, Jefferson County Adult and Continuing Education Center
- [*Thankful for You*](#), by Gervack Shafhan Washington
submitted by Melissa Rolph, Lincoln County Adult Education
- [*Today*](#), by Thomas McDonald
submitted by Sandra Berman, Jefferson County Adult and Continuing Education

134 KAELI graduates



52,700 Adult Learners



KAELI is a project of the Collaborative Center for Literacy Development, housed at the University of Kentucky and managed by the College of Education. KAELI is funded by Kentucky Adult Education, Council on Postsecondary Education. For further information contact:

Toni-Ann Mills
CCLD Director - Adult Education
101 Taylor Education Building
University of Kentucky
Lexington, KY 40506-0001
Phone 859 257 6127
Fax 859 323 2824
Email tamill2@uky.edu



Visit the KAELI website - www.kyvae.org/KAELI